



**Pilot Update - Training Webinar**

**For All WIC Staff**

**May 29, 2015**

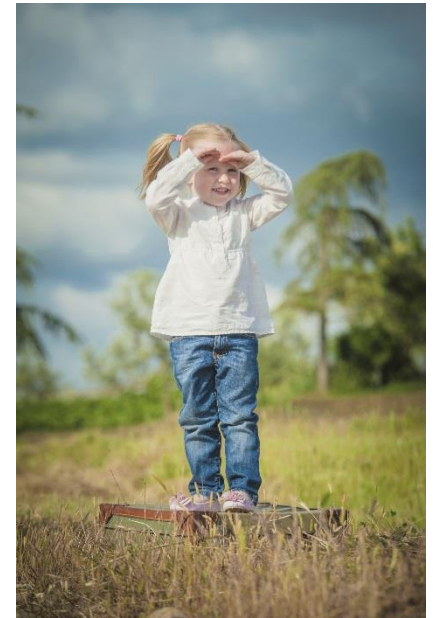
**10:00 – 12:00**

# Navigating Adobe Connect



# Agenda Topics – May 29, 2015

- Journey - Where are we now?
- Rollout Schedule
- Security in Journey Overview
- Separation of Duties
- Security in Journey - Security Roles
- Pilot Review - Lessons learned
  - LLCHD, BV, & State Update
- Journey Splash Screens
- Next Stop
- Polling Questions



Where are  
we now?



# Journey - Rollout Schedule



We are  
Here!

April 27 - Rollout Pilot Agency Training Week May 4 – Go live week for pilot agencies	LL & BV
Aug 10 – Rollout Training week Aug 17 – Go live	FHS & FS
Aug 24 – Rollout Training week Aug 31 – Go live	DCHD
Sept 14 – Rollout Training week Sept 21 – Go live	WCHR & CAPW
Sept 28 – Rollout Training week Oct 5 – Go live	PFHS
Oct 5 – Rollout Training week Oct 12 – Go live	ECDHD & CDHD
Oct 19 – Rollout Training week Oct 26 – Go live	NNCAP
Nov 2 – Rollout Training week Nov 9 – Go live	CAPMID
Nov 16 – Rollout Training week Nov 23 – Go live	CNCS



# Security in Journey - Overview



- Importance of security

# Separation of Duties





**Policy Memo:** I-2-2014

**Memo Name:** Separation of Duties

☐ Policy Clarification

☒ Policy Change

☐ New Policy

**Issue Date:** March 26, 2014

**Effective Date:** May 1, 2014

**Policy Memo Effective Until:** Until Updated Policy Approved by USDA

**Author:** Marge Blankenship, WIC Clinic Services Coordinator  
Susan Schoen, WIC Administrative Operations Coordinator

A change to how separation of duties is defined for the Nebraska WIC Program is being implemented. The new definition follows.

**Separation of Duties is defined as:** at a minimum two different staff must determine WIC eligibility of clients. One staff person must assess income and residency eligibility and identification, while a second person determines nutrition risk and assigns the food package. Either of these staff or a third WIC staff member may print and issue checks to the client.

The purpose of separating staff duties during certification and issuance of benefits is to strengthen program integrity and reduce the potential for fraud and abuse.

Reminder: A CPA must determine nutritional risk and assign a food package during a certification visit.

**Special Situations:** Whenever a clinic is unable to meet the separation of duties requirement the state office should be contacted for approval of an alternate plan.

A chart showing what combinations of staff meet the separation of duties requirement is included.



# Security in Journey – Security Roles



- Reason for security roles
- How security roles are set up in Journey
- How this impacts your clinic flow
- Adjustments to be made before you rollout



**Procedure: Separation of Duties at the Clinic Level**

Functional Area: VIII Certification Eligibility and Coordination of Services

Section: A 12 *Eligibility Determination and Documentation*

Approval Date: **DRAFT 5/22/15**

Citation: 246.4(a)(26)

Revised Date: **5/2015**

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**Certification Sections**

The two sections of WIC Certification are:

- 1) Assessing and determining eligibility based on:
  - a) Income
  - b) Identification

*\*Voter registration is also completed as part of section 1.*

- 2) Assessing and determining eligibility based on:
  - a) Nutrition Risk
  - b) Assigning Benefits (food package)

## Clinic Services

### Search

- .... Simple
- .... Advanced
- .... BF PC Caseload
- .... BF PC Assignment
- .... Investigator Family
- .... Waiting List

### .... New Family

### Family/Intake

- .... *Certification Guide*
- .... Family
- .... *Identity*
- .... Contact/Address
- .... Income
- .... Voter Registration
- .... *Application*
- .... *Participant Category*
- .... *Comments/Alerts*

### Assessment

- .... *Visit Summary*
- .... *Pregnancy*
- .... *BF PC Documentation*
- .... *Anthropometrics*
- .... *Blood*
- .... *Nutrition Interview*
- .... *Risk*

## Clerk Panels

## CPA Only Panels

### Foods

- .... *Food Package*



# Lessons Learned – Pilot Agencies

LLCHD



# Lessons Learned – Pilot Agencies

BV





# Lessons Learned – State Agency









A scenic landscape featuring a winding dirt road that curves through a vast, grassy field. The sky is filled with dramatic, dark clouds, and a vibrant rainbow arches across the left side of the frame. The overall mood is one of hope and journey.

# Nebraska WIC *Journey*





# WIC *Journey* Training



# Test Environment – Splash Screen



# Next Stops:

## New WIC Director Training Webinars:

- June 3 (10-12) - WIC Overview; Systems
- July 16 (10-12) – Fiscal & Grants Mgt & questions from first webinar
- July 20 (10-12) – WIC Operations & follow-up from webinar #2

## Journey Training Update Webinars:

- June 30 (10-12)
- July 31 (10-12)

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# Polling Questions

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